

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, December 19, 2017 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

**ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Chief Deputy Scott Smith; Sheriff Dale Schmidt; John Bohonek, County Conservationist; William Ehlenbeck, Land Resources and Parks Director; Lynn Hron, Clerk of Courts; Russell Kottke, County Board Chair.**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. Smith thanked the Committee for their help while serving as Chief Deputy for Dodge County Sheriff's Office. The Committee wished him well in his retirement and thanked him for his years of service to the County.

Motion by Schmidt to approve the regular session minutes of the November 28, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Hinze stated that Rebecca Bell, Human Services and Health Director, reorganized duties resulting in increased responsibilities for the HS Supervisor – Community Support Program. Hinze indicated that a Job Description Questionnaire (JDQ) and job description were completed and sent to Carlson Dettmann for consideration resulting in the recommendation of placement on the Dodge County Labor Structure from Grade Ten (10) to Grade Eleven (11).

Motion by Greshay to approve the recommendation and place the HS Supervisor – Community Support Program position into the Labor Grade Structure at Grade Eleven (11) effective January 1, 2018. Second by Schmidt. Motion carried.

Sheriff Schmidt explained that due to the opening of the Chief Deputy position there have been multiple promotions and an issue developed regarding wage compression. Sheriff Schmidt provided detailed information with a recommendation for wage adjustments to reduce compression. Sheriff Schmidt assured there would be no fiscal impact in 2018 due to transition in filling the positions.

Motion by Duchac to approve the wage adjustment recommendation as presented by the Sheriff. Second by Greshay. Motion carried. Schmidt voted against.

Hinze presented a request for sick leave donation for a Human Services & Health employee who is anticipated to exhaust sick time in January.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

Sheriff Schmidt excused himself for the discussion of Sheriff and Clerk of Courts salary for 2019-2022 term of office. Hinze stated that information is not available yet regarding Clerk of Court salaries. Hinze noted that a survey was sent out; however, the results have not been received yet. Hron stated she would obtain information regarding the number of branches in each county. Hinze distributed a summary of the Badger Sheriff's Association 2017 Survey. There was discussion among the committee members. Hinze stated she would try to obtain the 2018 salaries. Hinze indicated that the goal is to submit a proposal for the February County Board meeting.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Parks Crew Leader	LR&P
One (1) Communications Officer	Sheriff
One (1) Correctional Officer	Sheriff
One (1) Jail Sergeant	Sheriff
One (1) Patrol Sergeant	Sheriff
One (1) Administrative Assistant III P.T.	UW Extension

Motion by Frohling to approve the Personnel Requisitions. Second by Schmidt. Motion carried.

Mindemann explained that an employee of Physical Facilities Department requested an extension of unpaid Medical Leave of Absence as reduced hours from 12/02/2017-02/08/2018 with approval to use donated sick time. Mindemann verified there is sufficient medical documentation.

Motion by Schmidt to approve the medical leave of absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Karri-Ann S. Huck, Economic Support Specialist, Human Services, \$17.03, DC04, ST01, 01/02/2018; Kristin A. Mintzlaff, Nutrition Site Manager – Float, Human Services, \$11.93, MSC15, ST01, 12/01/2017. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. LIMITED TERM/SEASONAL RE-HIRE – None. REHIRE: None. RECLASSIFICATION – None. STEP INCREASE – John M. Veling, Central Services Director, Central Services, \$31.60, DC08, ST11A, 12/11/2017; Barbara N. Brandt, Judicial Assistant Branch 4, Circuit Court, \$21.61, DC04, ST11A, 12/01/2017; Mary Jo Kuen, Assistant Register in Probate, Circuit Court, \$21.94, DC05, ST07A, 12/02/2017; Lynn M. Steger, Register in Probate, Circuit Court, \$28.40, DC08, ST06, 12/02/2017; Sara J. Haag, Deputy Clerk of Courts, Clerk of Courts, \$18.94, DC04, ST05, 12/09/2017; Debra J. Wolfram, Family Court Counselor, Family Court, \$28.09, DC06, ST13B, 11/24/2017; Makenzie A. Drays, Senior Accountant, Finance, \$28.35, DC09, ST03, 12/14/2017; Rodney A. Anderson, Foreman – East, Highway, \$26.81, DC07, ST07B, 12/14/2017; Randy L. Drzonek, County Patrol West, Highway, \$23.31, DC04, ST14B,

12/30/2017; Dennis R. Ebert, State Patrol – East, Highway, \$22.82, DC04, ST13B, 12/16/2017; Brian J. Franke, County Patrol – West, Highway, \$19.91, DC04, ST07B, 12/02/2017; Randy J. Keach, County Patrol – West, Highway, \$23.31, DC04, ST14B, 12/13/2017; Mark A. Kollmansberger, Utility II / Truck Driver – East, Highway, \$19.42, DC04, ST06, 12/22/2017; Matthew T. Lubitz, Utility II / Truck Driver – East, Highway, \$18.94, DC04, ST05, 12/18/2017; Thomas J. Nehls, Engineering Technician V, Highway, \$26.00, DC06, ST10A, 12/12/2017; Andrew J. Von Rueden, State Patrol – West, Highway, \$23.31, DC04, ST14B, 12/17/2017; Eunice Berndt, RN Case Manager Mental Health, Human Services, \$28.76, DC08, ST07A, 11/23/2017; Heidi R. Denure, Economic Support Specialist II, Human Services, \$21.12, DC05, ST05, 12/05/2017; Amanda R. Higgins, Elder Benefit Specialist III, Human Services, \$24.85, DC07, ST04, 12/14/2017; Catherine M. Knickelbein, Caregiver Program Coordinator, Human Services, \$13.44, DC02, ST02, 11/11/2017-back pay due, Patrick J. Schoebel, Medical Examiner, Medical Examiner, \$34.12, DC10, ST08A, 12/19/2017; Anthony F. Jezyk, Maintenance Mechanic, Physical Facilities, \$23.31, DC06, ST05, 12/11/2017; John O. Nehls, Mechanic III – Lead, Physical Facilities, \$25.51, DC07, ST05, 12/26/2017; Kyle D. Hagen, Correctional Officer, Sheriff, \$24.64, DC05, ST12A, 12/03/2017; Justen S. Kitzman, Correctional Officer, Sheriff, \$20.04, DC05, ST03, 12/20/2017; Bradley J. Knoll, Corporal – Jail, Sheriff, \$27.79, DC07, ST13A, 11/30/2017; Cheryl L. Kotek, Communications Officer, Sheriff, \$26.00, DC05, ST14B, 12/04/2017; Justin Kotney, Deputy Sheriff, Sheriff, \$31.25, SSU04, 6M54, 12/24/2017; Brian Severson, Deputy Sheriff, Sheriff, \$31.25, SSU04, 6M54, 12/11/2017; Matthew E. Shadley, Correctional Officer, Sheriff, \$20.58, DC05, ST04, 12/03/2017; Kurt J. Weber, Correctional Officer, Sheriff, \$19.50, DC05, ST02, 12/20/2017; Lisa J. Zuelsdorf, Correctional Officer, Sheriff, \$26.00, DC05, ST14B, 11/30/2017.

The Committee reviewed the Orientation Period Reports as presented.

**Committee Member Report:** None

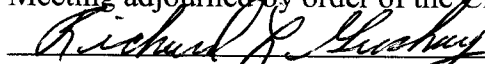
**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.
- b) Hinze updated the Committee that the hearing date with the Independent Hearing Officer has been scheduled for January 5, 2018 with a pre-conference hearing on December 21, 2017.
- c) Hinze provided the Committee with an update on the Kronos Performance and Compensation module.
- d) Hinze notified the Committee that all of the openings on the Civil Service Commission have been filled pending appointment by the County Board.

Future Agenda Items: Elected Official salary recommendations and presentation on January 9, 2018 regarding combining payrolls.

It was the consensus of the Committee to schedule next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, January 9, 2018 at 9:00 a.m. as a joint meeting with Finance Committee** which will be held in room 1H & 1I of the Administrative Building, and **Tuesday, January 23, 2018 at 9:00 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 9:57 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.